

Job Title:	PROJECT MANAGER	Original Date: Revised Date: Approved By:	March 2019
Department:	Operations	Reports to:	Director of Eng. and Operations
FLSA Status:	Exempt		

BASIC PURPOSE

Responsible for overall fabrication/production of multiple municipal and industrial projects including quality control, adherence to timetable and control over costs/budget.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following are the essential functions of the position. The list is not exhaustive, and may be supplemented as necessary.

- Initiate and manage the project kick-off and oversee the project from beginning to end and monitor progress of project to ensure timely completion.
- Ensure that all equipment purchased and built for the project complies with project specifications.
- Responsible for creating and maintaining project schedules.
- Review and report on project costs with focus on cost savings to maximize project margin.
- Manage all project risks including: required customer ship-date, critical equipment procurement, maintaining scope of supply and avoidance of project creep/post-shipment warranty modifications.
- Working with Design Engineer, review and assist (as necessary) in drafting and design of project systems/equipment.
- Monitor quality assurance of manufactured and purchased product, including Factory Testing, if required.
- Oversee all project closeouts including: review of all project quality control documents, completion of all project work tickets and completion of all project required documentation.
- Confirm successful installation and operation of equipment and complete project close-out including receipt of any project retention.

Assume other assignments as directed by Director of Engineering & Operations.

JOB SPECIFICATIONS

The following are the knowledge, skills and/or abilities preferred or required to perform this job.

EDUCATION and/or EXPERIENCE:

- Minimum Bachelor's Degree with technical major, preferably a Mechanical Engineer.
- Minimum 3 years of working experience using SolidWorks and AutoCAD.
- Minimum 3 years in project management.

SPECIALIZED KNOWLEDGE AND SKILLS:

- Must be proficient with the computer, office software.
- Proficient with SolidWorks.
- Applicant must be energetic, positive and assertive.
- Strong technical knowledge.

EQUIPMENT & APPLICATIONS /WORKING CONDITIONS & PHYSICAL DEMANDS: Reasonable accommodations are possible to enable people with disabilities to perform the essential responsibilities.

- Requires use of PC.
- General office environment.
- High levels of stress often occur.
- Physical demands include those required in a general office and warehouse environment (use of PC's, sitting, stooping/kneeling, reaching, handling, speaking, hearing and seeing).